

EXPENSE RECORD FOR TEMPORARY QUARTERS

(See Completion Instructions on Reverse)

1 NAME					2 SOCIAL SECURITY NO.			3 PER DIEM IN TRAVEL STATUS ENDED DATE TIME AM PM			4 ENTERED TEMPORARY QUARTERS DATE TIME AM PM		
5 LOCATION OF TEMPORARY QUARTERS						6 NUMBER IN TEMPORARY QUARTERS EMPLOYEE FAMILY MEMBERS				7 VACATED TEMPORARY QUARTERS DATE TIME AM PM			
8 FIRST 30-DAY PERIOD						9 SECOND 30-DAY PERIOD							
DATE		LODGING	MEALS	OTHER	TOTAL	DATE		LODGING	MEALS	OTHER	TOTAL		
1						1							
2						2							
3						3							
4						4							
5						5							
6						6							
7						7							
8						8							
9						9							
10						10							
11						11							
12						12							
13						13							
14						14							
15						15							
16						16							
17						17							
18						18							
19						19							
20						20							
21						21							
22						22							
23						23							
24						24							
25						25							
26						26							
27						27							
28						28							
29						29							
30						30							
8a ACTUAL EXPENSES *						9a ACTUAL EXPENSES *							
MAXIMUM ALLOWANCES						MAXIMUM ALLOWANCES							
8b Computation of Subsistence Allowance						9b Computation of Subsistence Allowance							
Employee (# days X daily rate) \$						Employee (# days X daily rate) \$							
Spouse (# days X daily rate) \$						Spouse (# days X daily rate) \$							
Family members 12 years or older (# days X daily rate) \$						Family members 12 years or older (# days X daily rate) \$							
Family members under 12 years (# days X daily rate) \$						Family members under 12 years (# days X daily rate) \$							
8c Maximum Allowance Amount (Total of 8b) \$						9c Maximum Allowance Amount (Total of 9b) \$							

INSTRUCTIONS

Use this form to support temporary quarters expense described in Chapter 2, Part 5 of the Agriculture Travel Regulations (ATR) and/or the Federal Travel Regulations (FTR). This expense is claimed in Section D (Claims), Block 9 of the Travel Voucher (Form AD-616).

NOTE: Temporary quarters must be authorized in advance on Travel Authorization (Form AD-202).

BLOCK NUMBER

- 1 Enter name of employee.
- 2 Enter social security number of employee.
- 3 Enter date and time enroute travel per diem ends.
- 4 Enter beginning date and time of temporary quarters.
- 5 Enter location of temporary quarters.
- 6 Enter number (employee and family members) in temporary quarters.
- 7 Enter date and time temporary quarters was vacated.
- 8 and 9 Record actual subsistence expenses on a daily basis for (1) lodging, (2) meals, and (3) all other items of subsistence expenses. Receipts must be obtained to support lodging, laundry, and cleaning expenses (except when coin-operated facilities are used).
- 8a or 9a Enter the cumulative total of the daily actual subsistence expenses for the period.
- 8b or 9b Multiply the number of days of actual temporary quarters by the applicable daily rate authorized for the employee and each family member occupying the temporary quarters

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(_____ days X \$ _____ daily rate = \$ _____)

Transfer totals for employee, spouse, family members 12 years or older, and family members under 12 years to column 8b or 9b on front of form.
- 8c or 9c Enter the cumulative total of 8b or 9b.
- 8d or 9d Enter the amount from the "Total" column (Block 8a or 9a) to record actual subsistence expenses.
- 8e or 9e Compare the Maximum Allowance Amount (Block 8c or 9c) with the Total Actual Expenses (Block 8d or 9d); claim lesser amount.
- 9f Enter the cumulative total of 8e and 9e.
- 10 Use this block to explain:
 - (1) All breaks in temporary quarters occupancy.
 - (2) The details of temporary lodging with friends or relatives at no cost.
 - (3) Other expenses.